



Department  
of Health



# Position-Specific Hiring: NYSPHC 1.5

Local Health Department Informational  
Webinars

May 2023

# Agenda

- Introduction and Purpose
- Rationale
- Process & Timeline
- Q & A
- Next Steps and Closing

# Introduction & Purpose



# Introduction

- Based on feedback received from LHDs during the first year of program implementation, NYSPHC is exploring a new application and hiring model for the program.
- Through this method, NYSPHC Fellowship Program applicants will apply for specific positions available at LHDs or host organizations, rather than applying to the NYSPHC Fellowship Program more broadly.

# Goal

The goal of this new application and hiring model is to have a targeted approach to fill vacancies for both existing and new Fellowship positions, improving the experience for both LHDs and program applicants.

# Benefits for the LHD

- This method seeks to attract a larger applicant pool for specific positions through transparency with job descriptions, including minimum and preferred qualifications.
- Applicants will know exactly which position they are applying for; therefore LHDs will know that their county and the position was a priority for the applicant.
- The applicant pool will better match the specific skill sets and experience that LHDs seek.

# Rationale



# LHD Feedback

Through the LHD Workgroup and the survey of LHDs conducted by NYSACHO, we have heard from LHDs that:

- LHDs are experiencing challenges with recruiting applicants who possess the skill sets they seek
- LHDs are most interested in applicants who have prioritized their county in their application
- We could improve communication with applicants regarding job specifications such as whether remote work is permitted
- The existing application should be updated and streamlined



# Handshake Postings

- Candidates are able to apply to as many NYSPHC Fellowship Positions as they feel they are qualified for.
- Handshake has brought in a large demographic of candidates.
- The position specific listings have made it easier for us to target outreach to institutions of higher education that offer programs or degrees preferred for the open Fellowship positions.

# PCG Positions

- 12 counties are currently using PCG to assist in filling open positions.
- To date 23 positions have been filled, 13 posted for hire, and 26 pending NYSDOH approval to post.
- PCG uses a targeted approach which allows for a larger applicant pool and has been able to match candidates with the skills and experience the LHD needs.

# Process and Timeline



# Submission of Job Descriptions

- All LHDs will develop and submit job descriptions to NYSPHC for specific Fellowship vacancies using a standardized form (fillable PDF).
- Tailor approved Fellowship Plan description for job description forms.
- Local Coordinators (LCs) may assist LHDs with this process.
- LHD or LC designee will have until May 24th to submit position description forms to NYSPHC.
- An example of a completed position description will be provided.
- NYSPHC will take no more than 5 business days to review descriptions and follow up with the LHD if needed. Once approved, positions will be posted once/week.

# Components of Job Description Form

- Position Number (assigned by NYSPHC)
- Fellowship End Date
- Job Title
- LHD or Host Organization Name
- County where position is based
- Full-Time or Part Time Position
- For Part-Time, number of hours per week
- Number of openings for specific position
- Work location (onsite, remote, hybrid)
- For hybrid, % of time onsite
- Salary/pay rate
- Minimum Qualifications
- Preferred Qualifications
- Authorization to work in the U.S. required (*Y or N*)
- Visa sponsorship available (*Y or N*)
- Job Description (*adapt from Fellowship Plan*)
- Hyperlink to NYSPHC application
- Hyperlink to additional application if required by hiring entity i.e. Civil Service, PCG etc.

# Posting of Job Descriptions

- Detailed position descriptions will be posted on the NYSPHC website using forms submitted to NYSPHC by the LHD or LC designee.
- Website will be updated once/week
- The NYSPHC website will list open positions and link to our new application.
- All candidates will apply directly to NYSPHC. Where another application is also required (e.g. PCG or Civil Service), they will be directed to also apply with the hiring entity.

# NYSPHC Application Components

- ✓ Resume
- ✓ Cover letter
- ✓ Reference contact information
- ✓ Verification of compliance with COVID-19 vaccination requirement
- ✓ Certification that applicant is 18 years of age or older

# Application Submission to LHDs/Host Organizations

- Fellowship Placement Coordinators will submit applications to LHDs weekly as they come in.
- LHDs and host organizations will continue to review applications, interview applicants, and lead the hiring process.



# Timeline

- Job description form submissions will open following this webinar series, with the goal of having Fellows hired and onboarded by the LHD/host organization by July 2023.
- This will result in approximately 12-month Fellowship placements lasting from date of hire until June 30, 2024.

# Q & A



# Next Steps and Closing



# Next Steps

- Your Regional Fellowship Placement Coordinator (FPC) will contact you about submitting job description forms for vacancies in your county.
- Our follow up e-mail will contain these slides, our position-specific hiring guidance document, the job description form, job description form instructions and an example of a job description.
- Submit to your Regional FPC by May 24<sup>th</sup> using your LC for assistance if needed.
- For additional questions, please contact your Regional FPC.